DLA Logistics Management Standards
(formerly DLMSO)

DoD Activity Address Directory (DoDAAD)

DLMS Training Catalog

Module 1 - **Introduction to the DLMS**

Module 2 - **Electronic Data Interchange (EDI) Basics and ASC X12 EDI Definitions and Concepts**

Module 3 - **DLMS Functionality & Transaction Life-Cycle**

Module 4 - **DLMS Transaction Supplement Content**

Module 4F - **DLMS Functional Financial Transaction Life-Cycle**

Module 5 - **IUID & RFID - Emerging Technologies**

Module 6 - **Creating/Reengineering DOD Logistics Business Processes**

Module 6A - **DLMS Configuration Management (stand alone Module)**

Module 7 - **Enterprise Interoperability Tools**

Module 8 - **DoD Activity Address Directory (DoDAAD)**

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http://www.dla.mil/j-6/dlmso

Module 8 Structure

- **DoDAAD Definition, Users, and Content**

- **DoDAAC Structure**

- **Governance Process**

- **DoDAAD Architecture**

- **How to Update and Query the DoDAAD**

- **Additional References**

Module 8 Objectives

Students will be able to answer:

- **What is the DoDAAD?**

- **What is the Structure of a DoDAAC?**

- **What are the four TACs and how are they used?**

- **What is DAASINQ (viewing a DoDAAC)?**

- **How to edit a DoDAAC?**

- **How to delete and/or create a new DoDAAC?**

- **What is the Governance Structure?**

What is the DoDAAD?

- **DoDAAD is the master database that contains the names & addresses and other data about activities that is needed by business systems.**

- **The DoD Activity Address Code (a 6 position code) is the key to accessing the information in the DoDAAD.**

- **The DoDAAD used throughout the federal supply   system to requisition, ship and bill for material.**

- **Each Service/Agency has a Central Service Point   (CSP) authorized to add, change, or delete   DoDAACs for their particular Service/Agency.**

Who uses the DoDAAD?

- **The address data is used for shipping, billing and identification purposes by Military Services, Federal Agencies and civil agencies.**

- **Some business application systems requiring DoDAAD data to support their business processes include (but not limited to): supply chain, material management, distribution, transportation, maintenance, financial, and acquisition systems.**

- **All DoD, Federal and Commercial shippers, use the DoDAAD for address information**

The DoDAAD Database Content

- **100+ data elements related to each DoDAAC**
  - **Requisitioner, ship-to, and bill-to addresses;**
  - **Electronic Communications Routing Identifier Code;**
  - **Break Bulk Point Code; Port of Debarkation Code;**
  - **Authority Code; CAGE Code; Major Command Code;**

  - **Points of Contact; etc., etc.**

- **Basis for determination of:**
  - **Ship to location for all systems for all shipments from:**
    - **DoD Shippers**
    - **Vendor Shippers**
    - **Federal Agency Shippers**
  - **Wide Area Work Flow payment information routing**
  - **The bill paying office for interfund billing**

- **Basis of Business Partner Number to identify Intergovernmental buyers and sellers for financial statement eliminations for accrual**

TAC – Type of Address Code

- **A DoDAAC may have up to four distinct addresses   associated with it in the DoDAAD database. The Type of   Address Code differentiates the addresses as follows:**

- **TAC 1 – Ordering activity (this address is mandatory and may also be Ship-to address if no TAC 2 is present and/or the Bill To address if no TAC 3)**

- **TAC 2 – Ship-to Address - if different from TAC 1**

- **TAC 3 – Billing Address - if different from TAC 1**

- **TAC 4 – Commercial Small Parcel Address - if different from TAC 2**

DoD Activity Address Code (DoDAAC) Structure

- **The DoDAAC is a six-position alphanumeric field that uses all available characters (however the use the letters "O" & "I" is discouraged)**

- **DoDAACs are structured by Service and Agency Code in accordance with DLM 4000.25-1-M, Appendix 2.2**

- **All six positions of the DoDAAC are significant**

  - **DoDAACs beginning with an alpha character belong to a DOD activity or a contractor sponsored by a DoD activity**

  - **DoDAACs beginning with two numeric characters belong to civil agency activity**

  - **DoDAACs beginning with numeric followed by an alpha belong to authorized special programs, including state, local or other entity**

  - **DoDAACs may be structured at a lower level by CSPs for additional meaning, as shown on the DLA Logistics**

DoDAAC Authority Code

Authority Code assigned by CSP limits authorized use:

00 - Requisition, full authority

01 - Ship-to Only

02 - Finance, Bill-to Only

03 - Do Not Ship to

04 - DLA Disposition Services Only

05 - Non-Requisition

06 - Free Issue

07 - Administrative

Who can create a DoDAAC?

- **Central Service Points (CSPs) are assigned to create and maintain DoDAACs by Service & Agency Code**

- **Each Military Service/Agency assigns a CSP at the Service/Agency level**

- **General Services Administration serves as the CSP for all non-DoD Federal agencies except United States Postal Service which assigns it's own**

- **Non-Federal Agency DoDAACs for authorized special programs (state, local, other) have specific CSPs assigned**

- **The list of CSPs is on the DLA Logistics Management Standards web site**

DoDAAC Usage

- **Password to the Federal Supply Systems – used to obtain materiel from DoD or federal sources**

- **Authority Code determines use**

- **Key to the DoD Activity Address Directory (DoDAAD)**
  - **Reference repository containing 100+ data elements per DoDAAC**
  - **Referenced by 100s of supply, transportation, financial and acquisition systems 100s a 1M+ times daily**

- **Occurs at least once in nearly <u>all</u> Logistics Transactions**

- **First 6 Characters of**
  - **Every requisition Document Number**
  - **Every Contract Number**

- **Last 6 characters of DoD Business Partner Number (BPN)**
  - **Basis for identifying DoD Buying and Selling activities**
  - **BPN is used for financial eliminations and account**

DoDAAC/DoDAAD Gee Wiz Metrics

- **Critical reference repository for over 50 years**

- **300K active DoDAACs**

- **150K are Federal Agency and Contractor DoDAACs**

- **900K activity addresses**

- **40 central service points (CSPs) control data content**

- **9K data maintenance actions monthly**

- **100s of Component business systems rely on it**

- **1M+ Component application system accesses daily**

DoDAAD – Governance

- **DLA Logistics Management Standards DoDAAD System Administrator ensures the DoDAAD meets user requirements by:**

  - **Chairing the DoDAAD Process Review Committee (PRC)**
  - **Coordinating DLMS DoDAAC Changes**
  - **Publishing DoDAAD procedures in DLM 4000.25-M**

- **DAAS is the responsible for ensuring 24x7 DoDAAD availability by:**

  - **Maintaining the hardware, software & authoritative database**
  - **Controlling access to DoDAAD and data distribution**
  - **Implementing functional requirements/approved changes**
  - **Providing help desk services and operation procedures**

DODAAD – Governance Continued

- **Central Service Points (CSPs) are the authoritative sources for data contained in the DoDAAD and rensure the accuracy and currency of their data by:**

  - **Complying with DLM 4000.25-M DoDAAD procedures**

  - **Establishing supporting Component policies/processes**

  - **Participating in the DoDAAD Process Review Committee**

  - **Maintaining close relationships with their customers**

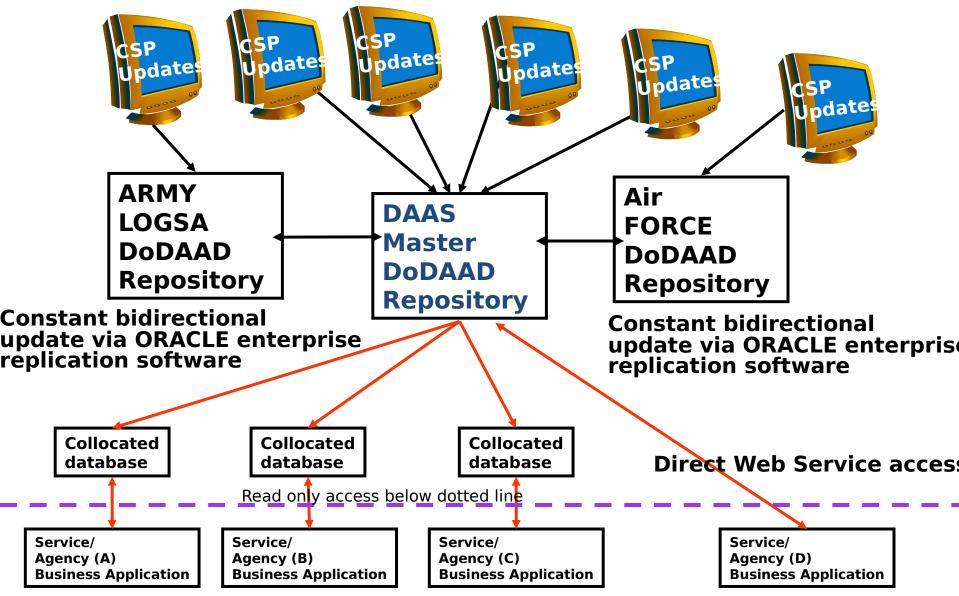 - **Establishing & overseeing DoDAAD monitors as needed**

DoDAAD Environment

- **The DoDAAD uses an Oracle database running 24/7 at DAAS allowing for real-time data maintenance actions, application system data access, and web based queries**

- **Strict database maintenance and access controls are applied by DAAS**

- **DoDAAD database available to applications via:**

  - **Automatic database-to-database replication process maintaining constant synchronization of the DAAS authoritative database and all copies**

  - **Web Service to access authoritative database**

DoDAAD Architecture

CSP Updates **CSP Updates** **CSP Updates** **CSP Updates** **CSP Updates** **CSP Updates**

ARMY LOGSA DoDAAD Repository

DAAS Master DoDAAD Repository

Air FORCE DoDAAD Repository

Constant bidirectional update via ORACLE enterprise replication software

Constant bidirectional update via ORACLE enterprise replication software

Collocated database

Collocated database

Collocated database

Direct Web Service access

Read only access below dotted line

Service/ Agency (A) Business Application

Service/ Agency (B) Business Application

Service/ Agency (C) Business Application

Service/ Agency (D) Business Application

DoDAAD – Adding a new DoDAAC

- **After Login, the first screen prompts for a DoDAAC. If an existing DoDAAC is entered, you will be presented an update screen. If a non-existing DoDAAC is entered, you will be presented with a add screen.**

DoDAAD – Adding DoDAAC (cont.)

- **Basic information required to create a DoDAAD is DoDAAC, COMMRI, and TAC 1 address.**

- **To speed up the creation process, TAC information may be copied from another DoDAAD**

DODAAD – "Copy To"

- **There are multiple methods to copy information:**

  - **To copy from a TAC address from ~~another DODAAC~~, check the box and**

  - **To copy a TAC address from within the same DODAAD, click the red**

DODAAD – Modify

- **To modify an existing DODAAC, you simply start by entering the specific DODAAC (6 positions) & click submit**

- **After you have changed the record, click the "Save" button to write your changes back to the DO**

DODAAD – Delete function

- **The Delete function is similar to the Modify function. Fill in an existing DODAAC and click submit to retrieve the record**

- **Tab to the "DEL" field and enter the Julian date of when the delete should occur (e.g., 2007213)**

TAC1 Information			
* Line1: INTEGRATED CUSTOM COMPONENTS		EFF:	2004042
Line2: 4616 E DUPONT ROAD SUITE N		DEL:	2005321

DODAAD – Future Effective Dates

- **The DODAAD also supports future effective dates. If the change should not be applied immediately, enter the Julian date of when the change event should occur (e.g., 2007213) and the change will wait in a pending state until the date occurs**

TAC1 Information		
* Line1: INTEGRATED CUSTOM COMPONENTS		EFF: 2004042
Line2: 4616 E DUPONT ROAD SUITE N		DEL: 2005321

DoDAAD – Free Form function

Sometimes the goal is to enter something other than an address (i.e. telephone numbers for deployed ships, 'CALL NOLSC', etc.) . The "Free Form" indicator will bypass the City/State/Zip code edits to allow message data to be entered into the DoDAAD.
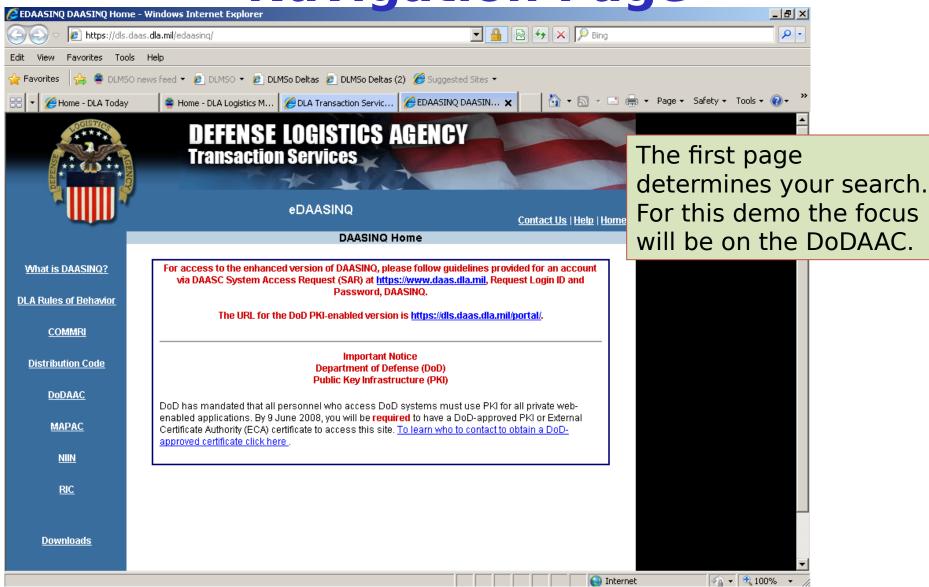
DoDAAD – Authority Code

The Authority code controls how the DoDAAD can be used. A dropdown list provides the allowable options. If nothing is selected, the use will default to "00 - Requisition"

- **00 – Requisition**
- **01 – Ship-To Only**
- **02 – Bill-To Only**
- **03 – Do Not Ship-To**
- **04 – DRMS Only**
- **05 – Non-Requisition**
- **06 – Free Issue**
- **07 - Administration**

DoDAAC Information

* DoDAAC: SC0123   Status COMMRI: [____]   SPLC: [____]

UIC: [____]   Billing COMMRI: [____]   RIC: [____]

Authority Code: [Administrative - 07 ▼]   Creation Date:

ALOC: [— Select One — ▼]

Navigation Page

The first page determines your search. For this demo the focus will be on the DoDAAC.

EDAASINQ Query Screen

The DoDAAC query allows searching on every field in the table. Each new value is a logic "AND". This means if you enter a state, you can narrow your search by also adding a city. More about this later...

DoDAAC Search

Simple search for a single DoDAAC. Notice the value of "FM5682" in the DoDAAC field...

DoDAAC Results

This is the result of you single DoDAAC search, after the user clicks the "View Results" button.

Focused Search

Next, how to "narrow" a query. The first search is for all WPOD located at KF3…

Focused Search (cont)

The query found 483 records for WPOD KF3...

KF3 and USAF

For this search we entered "KF3" in the WPOD and selected "USAF" from the Service/Agency drop down list…

KF3 and USAF

This time only 32 records were found, because the WPOD and Agency criteria were combined to limit the number of records found.
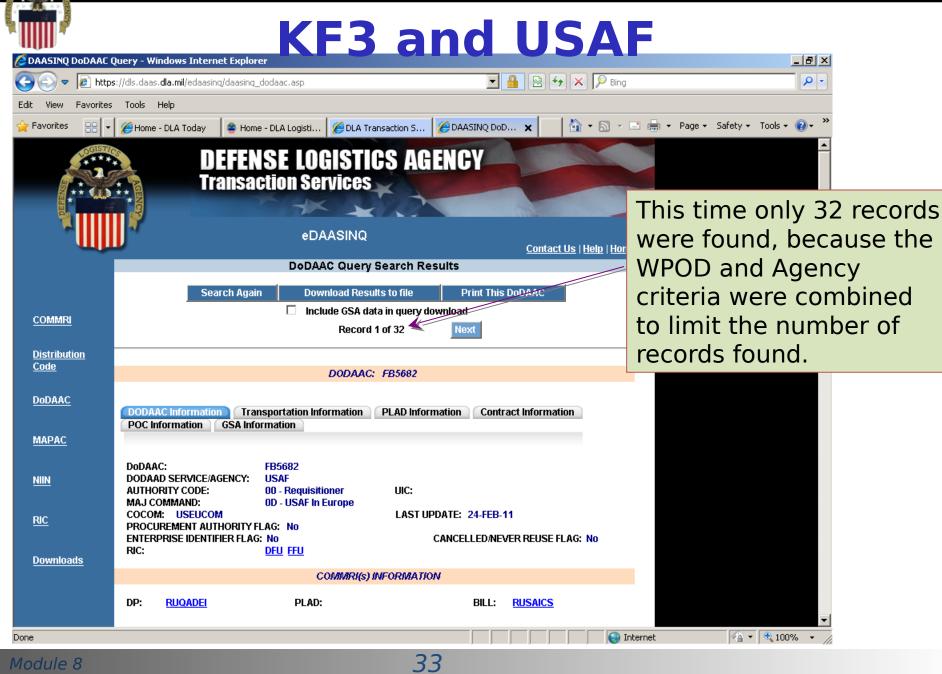
Wildcard Search
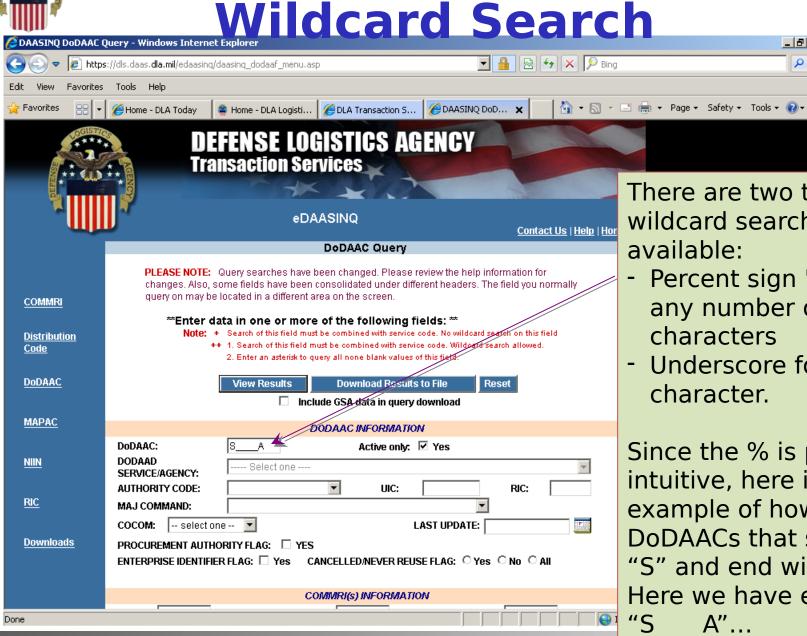

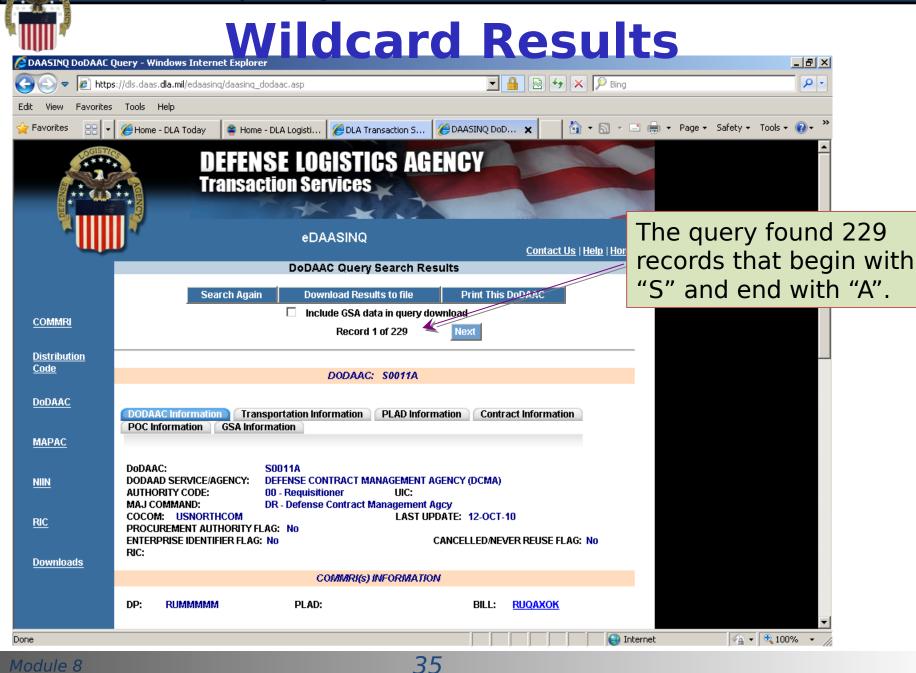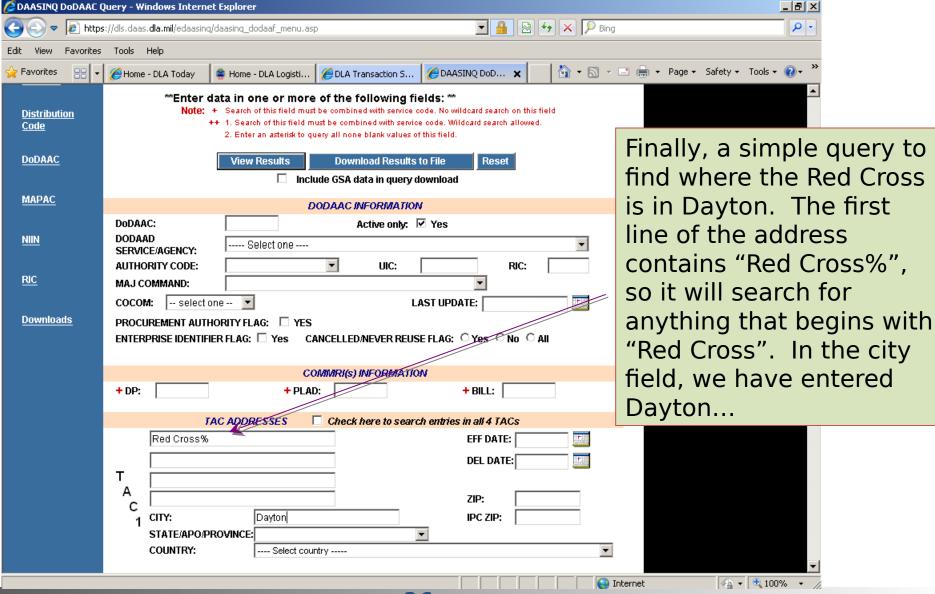There are two types of wildcard searches available:
- Percent sign '%' is for any number of characters
- Underscore for a single character.

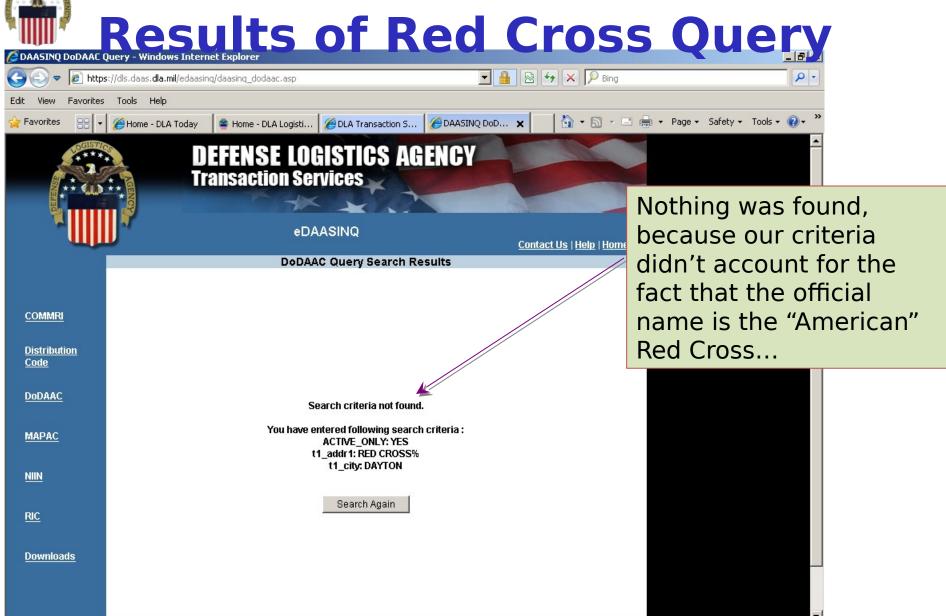Since the % is pretty intuitive, here is an example of how to find DoDAACs that start with "S" and end with "A". Here we have entered "S___A"...

Wildcard Results

The query found 229 records that begin with "S" and end with "A".

Search for Red Cross

Finally, a simple query to find where the Red Cross is in Dayton. The first line of the address contains "Red Cross%", so it will search for anything that begins with "Red Cross". In the city field, we have entered Dayton...

Results of Red Cross Query

Nothing was found, because our criteria didn't account for the fact that the official name is the "American" Red Cross...

Search for Red Cross

This time the search for the first line of the address contains "%Red Cross%", so it will find the phrase "Red Cross" anywhere in the line. In the city field, Dayton…

Results of Red Cross Query

Only one record found – success!

Learn More About The DoDAAD

- **DoDAAD Procedures: DLM 4000.25-M, Volume 6, Chapter 2**

- **DoDAAD Training: Website DLMS Training Module 8**

- **DLA Logistics Management Standards Support POCs:**

    Mr. Robert (Bob) Hammond   (703) 767-2117/DSN 427-2117

    Robert.Hammond@dla.mil

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    Dale.Yeakel.ctr@dla.mil

    Mr. Larry Tanner (614) 310-6059
    Larry.Tanner.ctr@dla.mil

- **DLA Transaction Services Support POC:**

DoDAAD Links

DoDAAD Updates (account required):

https://www2.transactionservices.dla.mil/portal/portal.asp

eDAASINQ (enhanced query – account required):

https://www2.transactionservices.dla.mil/portal/portal.asp

DAASINQ (query):

https://www.transactionservices.dla.mil/daasinq

DoDAAD PRC:

http://www.dla.mil/j-6/dlmso/Programs/Committees/DoDAAD/dodaad.asp

Current Manual:

http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp#V6

SOP: **https://www.dla.mil/j-6/dlmso/CertAccess/eLibrary/Documents/DODAAD/DoDAAD_System_SOP.pdf**

Module 7 Quiz

Question 1: The DODAAC is used for:

    a)   Obtaining material from the federal supply system
    b)   Specific purposes depending on DoDAAC Authority Code
    c)   Assignment of the appropriate address for a particular situation (e.g., shipping, billing)
    d)   All of the above

Question 2: The DODAAD only contains Military address information?

    e)   True
    f)   False

Question 3: DLA Logistics Management Standards office is the:

    g)   System Administrator of the DODAAD
    h)   Chairs the DoDAAD PRC developing procedures & system requirements
    i)   Both of the above
    j)   None of the above

Question 4: DAAS maintains:

    a)   The hardware, software & authoritative DODAAD database
    b)   24/7 Control of the access and distribution of DODAAD data
    c)   Both of the above
    d)   None of the above

End of Module 8